

BUSINESS PROGRAM IMPROVEMENT PLAN

Objective #1 of 4

Measurable objective: To increase the percentage of students who master at least 80 percent of the curriculum competencies.

Objective will be measured by looking at the following data: Perkins Subindicator 1S2 and Performance Standard 10. A.

Acceptable level of performance for this objective: State Adjusted Level of Performance for Perkins Subindicator 1S2 is 87% of students should master 80% of the curriculum competencies.

Standard/ Indicator	Action to be taken	Needed Resources	Person Responsible	Start Date	Complete Date
Perkins Subindicator 1S2 Performance Standard 10. A.	Meet with teachers to ensure consistency in assessing the competencies.	Substitute pay for teachers	Classroom teachers	Nov. 2002	Sept. 2003
	Develop instructional strategies to improve mastery of competencies.	Perkins Grant Dept. Funds	Classroom teachers	Aug. 2003	May 2004
	Gather resources by attending conferences/workshops pertaining to instructional strategies and assessments.	Perkins Grant District Prof. Dev. Funds	Classroom teachers	June 2003	May 2004

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Objective #2 of 4

Measurable objective: To adapt course offerings in order to meet the needs of students and employers.

Objective will be measured by looking at the following data: Program Standard 1. A, Program Standard 1. C, and Employer Survey

Acceptable level of performance for this objective: Mastery of this objective will be achieved when the majority of teachers and advisory council members agree that Program Standards 1.A and 1. C have been met.

Standard/ Indicator	Action to be taken	Needed Resources	Person Responsible	Start Date	Complete Date
Program Standard 1. A. and 1.C	Research course offerings at other secondary schools and college majors in post-secondary schools.	Substitute pay Perkins Grant	Lead Teachers	Aug. 2003	May 2004
	Conduct needs assessment of all business students, employers, and business partners.	Perkins Grant District Prof. Dev. Funds	Dept. Chair and Lead Teachers	Jan. 2004	Aug. 2004
	Support the implementation of smaller learning communities or a mentoring program for all students.		Classroom Teachers	Aug. 2002	May 2004
	Place the Course Sequence Chart on the web to assist students in the selection of courses.				
	Add Computer Applications II at the high school and Business Explorations to the middle school course offerings.				
	Develop a curriculum for Computer Applications II and Business Explorations.	Curriculum pay	Classroom Teachers	June 2003	Dec. 2003
	Replace the Keyboarding I course with Introduction to Computer Science.				
	Expand the vocational course offerings to include the course Advanced Web Design.	Substitute pay	Dept. Chair and Classroom Teachers	Nov. 2002	May 2003

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Objective #3 of 4

Measurable objective: To provide sequential activities to assist students with making career and educational choices related to business.

Objective will be measured by looking at the following data: Perkins Subindicator 3S1, Program Standard 6.A, Performance Standard 10. D, and Graduate Survey.

Acceptable level of performance for this objective: State Adjusted Level of Performance for Perkins Subindicator 3S1 is 90% of vocational completers should be placed in post secondary education, employment or military. Mastery of this objective will be achieved when the majority of teachers and advisory council members agree that Program Standards 6.A has been met. Data showing placement of graduates into related employment or education is at least 65 percent.

Standard/ Indicator	Action to be taken	Needed Resources	Person Responsible	Start Date	Complete Date
Perkins Subindicator 3S1	Utilize small learning communities or mentoring programs at the high schools to help students investigate career choices.		Classroom Teachers	Aug. 2002	May 2004
Program Standard 6.A	Enlist the support of counselors in advising students on the correct sequence of courses to take to achieve a student's career goal.		Lead Teachers	Dec. 2003	Dec. 2003
Performance Standard 10.D	Purchase promotional materials to be given to counselors, students, and parents.	Dept. Funds Perkins Grant	CTE Facilitator Lead Teachers	Oct. 2002	Aug. 2003
	Administer an interest inventory to all business students.		Classroom Teachers	Aug. 2003	May 2004
	Prepare career portfolios for all vocational students.	Dept. Funds	Classroom Teachers	May 2003	May 2004
	Add a question to the graduate follow up survey that asks "Did Your high school technology training prepare you for work or college?"				
	Make graduate follow-up survey available on the Web.	Perkins Funds	CTE Facilitator	Dec 2002	Feb 2003

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Objective #4 of 4

Measurable objective: To increase enrollment by developing a comprehensive recruitment plan focused on the needs, interests, and career objectives of the students in response to the needs of the business community.

Objective will be measured by looking at the following data: Perkins Subindicator 2S1, Performance Standard 10.E and Program Standard 6.B.

Acceptable level of performance for this objective: State Adjusted Level of Performance for Perkins Subindicator 2S1 is 81% of eligible concentrators should complete the program. Data showing that graduates who complete the program is at a high level or increasing. Mastery of this objective will be achieved when the majority of teachers and advisory council members agree the Program Standard 6.B has been met.

<i>Standard/ Indicator</i>	<i>Action to be taken</i>	<i>Needed Resources</i>	<i>Person Responsible</i>	<i>Start Date</i>	<i>Complete Date</i>
Perkins Subindicator 2S1 Performance Standard 10.E Program Standard 6.B	Expose middle school students to high school courses.		Classroom Teachers	Nov. 2002	May 2003
	Display student work/projects outside department and throughout the building.	Perkins Grant Dept. Funds	Classroom Teachers	Aug. 2003	May 2004
	Replace outdated equipment and software in order to meet industry standards.	Perkins Grant Enhancement Grants Dept. Funds	Dept. Chair CTE Facilitator Lead Teachers	June 2003	May 2004
	Develop activities to increase awareness of FBLA at the middle school level.	Perkins Grant FBLA	Lead Teachers FBLA Advisers	Aug. 2003	May 2004